

# 2014-2015 Asthma Reporting to the CT DPH



- ◆ New format for the Asthma Reporting Form (ARF) for the 2014-2015 school year.
- ◆ Forms can be completed electronically or printed and filled in by hand. See *ARF User Guide*.
- ◆ Submit forms completed by hand, or printed versions of electronically-completed forms to DPH by mail.
- ◆ Electronically-completed forms can be submitted to DPH by e-mail to [dph.asthmaprogram@ct.gov](mailto:dph.asthmaprogram@ct.gov).

## ***Asthma Reporting Dos and Do Nots***

### ◆ DO

- ◆ Download blank forms from the DPH website. Use only the official DPH forms for reporting.
- ◆ Complete forms electronically when possible.
- ◆ When electronic completion is not possible, print the form and fill in the boxes with blue or black ink.
- ◆ If multiple forms are needed, print one out on white paper and make photocopies onto white paper at 100% reproduction size.
- ◆ Fill boxes with **X** or completely shade in the boxes.
- ◆ Provide the information requested for students in grades PK or K, 6 or 7, or grades 9 or 10 per the requirements of the school district.
- ◆ The asthma information should be about students who are or were in the specific grade during the school year listed on the Asthma Reporting Form.
- ◆ Be aware that more than one box can be filled in for race.
- ◆ Be aware that ethnicity is independent of the racial categories.
- ◆ Mark *Unknown* if the requested information is not available.
- ◆ Keep things manageable by filling in Asthma Reporting Forms throughout the school year.

### ◆ DO NOTS

- ◆ **Do not use a reporting form that is from a previous school year.**
- ◆ Do not create your own version of the reporting form. Use only the official DPH forms for reporting.
- ◆ Do not print forms onto colored paper.
- ◆ Do not resize forms during initial printing or photocopy of blank forms that will be filled in by hand.
- ◆ Do not use pencil or ink that is not black or blue to complete forms.
- ◆ Do not use checkmarks, dashes, or slashes to fill in boxes.
- ◆ Do not put any additional information about students (e.g., initials, date of birth, notes) on forms.
- ◆ Do not submit scanned images, faxes, or photocopies of forms to DPH.
- ◆ Do not staple forms together.